

# Exhibit 31

**TASK 15: DEPARTMENT POLICIES / PROCEDURES**

Review the following department General Orders, Policies and Procedures. Fill-in the dates when they have been reviewed:

**DATE:**

|                 |            |  |
|-----------------|------------|--|
| <u>10-11-06</u> | G.O. 02-28 | Use of Deadly Force  |
| <u>9-21-06</u>  | G.O. 05-02 | Pursuit Driving  |
| <u>10-11-06</u> | G.O. 06-01 | Towed Vehicles   |
| <u>10-11-06</u> | G.O. 02-23 | Property Handling at Police Headquarters                     |
| <u>10-11-06</u> | G.O. 03-08 | Domestic Violence  |
| <u>10-11-06</u> | G.O. 99-13 | Evidence - Shoplifting                                       |
| <u>10-11-06</u> | G.O. 02-16 | Lunch Periods and Restaurant Patronage                       |
| <u>9-26-06</u>  | G.O. 99-14 | Removal of the Body of a Deceased Person by W.P.D. Personnel |
| <u>9-27-06</u>  |            |  |
| <u>10-11-06</u> | G.O. 02-17 | Motor Vehicle Accidents/Damage to City Vehicles or Property  |
| <u>10-12-06</u> | G.O. 03-01 | Discrimination and Sexual Harassment                         |
| <u>10-11-06</u> | G.O. 03-02 | Rules of Conduct   |
| <u>10-11-06</u> | G.O. 01-05 | Transporting Prisoners                                       |
| <u>9-26-06</u>  | G.O. 89-03 | News Media Guidelines  |
| <u>10-11-06</u> | G.O. 02-06 | Non-Lethal Force   |
| <u>10-11-06</u> | G.O. 05-02 | Prisoner Processing  |
| <u>10-12-06</u> | G.O. 87-10 | Required Response by Road Supervisor                         |
| <u>10-12-06</u> | G.O. 02-08 | F.T.O. Program   |

**GENERAL ORDERS / REFERENCES:**

| EXPLAINED: |          |        | DEMONSTRATED: |          |        | PERFORMED: |          |        |
|------------|----------|--------|---------------|----------|--------|------------|----------|--------|
| DATE:      | INITIAL: | BADGE: | DATE:         | INITIAL: | BADGE: | DATE:      | INITIAL: | BADGE: |
| 10-12-06   | CH       | 155    | 10-12-06      | SP       | 155    | 10-11-06   | SP       | 141    |

I certify that I have been trained and demonstrated proficiency in the above Task List topic.

D. Howell 155  
PROBATIONARY OFFICER: / BADGE:

10-12-06  
DATE:

J. O. 141  
FIELD TRAINING OFFICER: / BADGE: